- April 21, 1969

Mr. Robert Bouse, Clerk Superior Court of Baltimore City The Courthouse Baltimore, Maryland 21202

Re: Amending Schedule 407, Items 1 & 2

Dear Mr. Bouse:

When Schedule 407 was prepared for the Superior Court of Baltimore City in 1964, we were undecided about the recommendation for <u>disposal of Land Records</u> (Item 1) and <u>Indexes (Item 2)</u>, which had been transcribed and microfilmed. Authority to destroy such records is provided in Art. 41, Sec. 178, Annotated Code of Maryland, 1957 Edition, as amended.

However, at that time there was a possibility that these transcribed Land Records and Indexes might be deposited in the Hall of Records, and we accordingly recommended their transfer, rather than the usual recommendation for destruction as authorized by the law.

Now we have decided that the <u>original volumes</u> which have been transcribed need no longer be retained and that the recommendation requiring their transfer to the Hall of Records is hereby abrogated, thus permitting their disposal.

This letter should be made a part of Schedule 407, as your authority to dispose of those Land Records and Indexes which have been transcribed.

Sincerely yours,

Rex Beach

RB: BK

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Item Describe records accurately. Include title, form number, size of documents, of Hall of Records work or activity to which the records relate inclusive dates and quantity.		(2: Perm	4Hof K; 11 perm; 2 otl	us)	
Requesting Agency SUPREME BENCH OF BALTHORE CITY 3. Authorization Requested (Check only one of the squares below). Be additional occumulation. No additional occumulation. No additional occumulation is entitled. See the squares below). Be additional occumulation. No additional occumulation. No additional occumulation. No additional occumulation is entitled. See the squares below). Be additional occumulation is entitled. See the squares below. Be additional occumulation. No additional occumulation is entitled. See the squares below. A place of present occumulation. No additional occumulation. No additional occumulation is entitled. See the squares below. Be additional occumulation is entitled. See the squares below. Be additional occumulation is entitled. See the squares below. Be additional occumulation of see the period of time indicated. S. Description of Records. Describe records occumulation while there is a continuing entitled for the period of time indicated. Item work or orchivity to which there coords relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. 1. LAND RECORDS (RECARPED) Quantity: 12.284 volumes state: 1.2" x 18" x 3" Bates: 1.79". Brite Arrangement: Chronological Index: 1. Internal alphabetical index: 2. Land Record indexes, Item 2 The Lend Records contain the recorded copies of instruments relating to real property, including deeds, mortgages and releases, bonds, leases, rights of way, aggreements, and powers of attornay in connection with the disposition of land. The original recorded Land Records prior to 1800 have been deposited in the Hall of Records. The difference of photocopied because of adeterioration have also been deposited in the Hall of Records, under authority of Sec. 177, Art. 41, Annotated Code of Maryland, 1951. In addition, microfilm copies of the Baltimore County Land Records (including Baltimore City) for the period 1800-1849 and Baltimore City Land Records for the period 1800-1849 and Baltimore City Land Recor		• 56)			
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· See also R.B. ltv. of 4/21/69, amending REC. in Items 1 & 2 (Itr. attached)

ORM HR-RM IA (8.60) Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

(Continuation Sheet)

SCHEDULE NO.

407

PAGE

2 NO.

lem No.

5. Description of Records Describe records accurately. Include title, form number, size of documents, $\stackrel{\circ}{\cdot}$ work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

2 LAND RECORD INDEXES

Quantity: Grantors, 487 vols.; Grantees, 534 vols.

Size: 15" x 19" x 2"

Dates: 1655...

File Arrangement: Chronological

The Land Record Indexes fall into three categories, as follows:-

- 1. The Liber Index for records prior to 1850 is arranged by liber number. Entries appear alphabetically by first letter of the surname under each liber, without reference to second letter. This index is deposited in the Hall of Records.
- 2. The Burr Index, for records prior to 1850, dropped the liber arrangement and reindexed all names alphabetically by first letter of the surname and by sub-alphabetical arrangement after the first letter. The Burr Index is used for reference in the courthouse.
- 3. For records since 1850, the Cottco Universal system of indexing has been adopted.

The indexes give the names of grantors and grantees (direct and reverse), the type of instrument, location of the property, and the liber and folio of recordation in the Land Records (Item 1). The indexed volumes, after re-recording, are to be deposited in the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER REINDEXED VOLUMES TO THE HALL OF RECORDS.

TRACT INDEX

3

4

Quantity: 2 vols.

Size: $14^{\circ} \times 19^{\circ} \times 3^{\circ}$

Dates: 1798-1851

File Arr.: Alphabetical

The Tract Index is arranged alphabetically by the names of the tracts, giving a description, the type of instrument and date of recordation, the names of the grantor and grantee, and the liber and folio of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

LAND RECORDS (ORIGINAL PAPERS)

Quantity: 3,472 document files

Size: Folded papers

Dates: 1789... (scattered prior to 1800)

File Arr.: Chronological

This file is composed of the original papers relating to titles in real property which are recorded in the Land Records (Item 1).

RECOMMENDATION: RETAIN PERMANENTLY.

ST FOR RECORDS RETENTION SCH

(Continuation Sheet)

SCHEDULE NO.

407

PAGE

NO. . 3

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5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

Recommendation of Hall of Records and Board of Public Works.

5 MISCELLANEOUS COURT PAPERS

Quantity: 6 cu. ft. Size: Folded papers

Dates: 1800-1900 (scattered) File Arr.: Chronological

This filw is composed of papers relating to real property, which are not necessarily filed with the Land Records (Item 4).

RECOMMENDATION: RETAIN PERMANENTLY.

INDEX TO UNLOCATED GRANTORS AND GRANTEES (UNLOCATED LAND)

Quantity: 92 vols. Size: 15" x 19" x 2"

Dates: 1798...

Phonetic by names of parties File Arr.: Internal:

External: Chronological

This index gives the date, names of the grantor and grantee, type of instrument, and the liber and folio of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

BLOCK BOOKS (INDEXES TO LOCATED CONVEYANCES)

Quantity: 1491 vols. Size: 15" x 19" x 2"

Dates: 1551--

File Arr.: Chronological - by date and block number

The Block Books, including the Annex Block Books, (1888 to date, 330 volumes), give the names of the grantors and grantees, the date, the type of instrument, location of the property, and the liber and folio of recordation. The Block Books are currently microfilmed and the film deposited in the Hall of Records.

Transcribed Block Books may be destroyed under provision of Art.41 Sec. 178, Annotated Code of Maryland, 1957 edition. The Block Books are subject to Recommendation B below.

RECOMMENDATION: A. RETAIN BLOCK BOOKS UNTIL TRANSCRIBED. THEN DESTROY, UNDER RECOMMENDATION B, BELOW.

DESTROY ACCUMULATION.

PLAT BOOKS

Quantity: 7 volumes Size: Elephant folios

Dates: 1900...

File Arr.: By plat number

The Plat Books contain subdivision plats which are too large to be included with the original land records (Item 4).

RECOMMENDATION: RETAIN PERMANENTLY.

FORM HR-RM 1A
(8-60)
Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

(Continuation Sheet)

SCHEDULE NO.

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PAGE NO.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

9 ARMED FORCES DISCHARGES

Quantity: 93 vols. Size: 14" x 20" x 3" Dates: 1941...

This record contains copies of Honorable Discharges of Army, Coast Guard, Marine and Navy personnel of Baltimore City, giving the complete service record, with the date of deposit and signature of the Clerk. The recording of honorable discharges is voluntary, and this record therefore is not a complete record of all honorable discharges of members of the armed forces from the City of Baltimore.

RECOMMENDATION: RETAIN PERMANENTLY.

10 CASH DEBIT JOURNAL (DAILY CASH SHEETS)

Quantity: 45 vols.

Size: 12" x 18" x 4"

Dates: 1920...

File Arr.: Chronological

Audit: State audit

The Cash Debit Journal is composed of the daily cash counter sheets kept by each counter clerk, who enters fees paid for recording instruments, giving the amount of the fee, the names of the grantors and grantees, the type of instrument and the daily total of fees collected by each clerk. The last daily sheet is a recapitulation by name of each clerk, showing the individual amounts collected and the daily total for the office. This record series is used for preparation of the Exhibit Books (Item 12).

This Journal is the final book of entry for cash receipts.

RECOMMENDATION: RETAIN PERMANENTLY.

11 BILL BOOK (CASH EXPENDITURES)

Quantity: 4 vols. Size: 15" x 20" x 1"

Dates: 1935...

File Arr.: Chronological

Audit: State audit

The Bill Book is a recapitulation of expenditures by accounts, including payroll, giving the check numbers and names of payees, with a columnar breakdown for amounts expended for the office, dockets, stationery and printing, telephones and postage, equipment, janitor service, miscellaneous, and remittances to the Land Office. The payroll entries give the check numbers and amounts withheld for the Retirement Fund, Federal and State taxes, and Social Security.

This record is the final book of entry for cash disbursements. RECOMMENDATION: RETAIN PERMANENTLY.

FORM HR-RM 1A
(8-60)
Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHOOLE

(Continuation Sheet)

SCHEDULE NO. 40th PAGE NO. 5

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

12 EXHIBIT BOOK AND DAILY CASH BALANCES

Quantity: 8 vols. Size: 13" x 17" x 1"

Dates: 1922... File Arr.: Chronological

Audit: State

The Exhibit Books are made up daily from the daily cash counter sheets (Item 10). This record series contains the same information as does the Cash Debit Journal (Item 11), giving daily receipts, one page to each day, with the amounts collected by each counter clerk, the monthly totals, and the amounts collected for commission or documentary stamps.

The Exhibit Books are used as a ready reference to collections of fees. They have no further value to the office after the audit has been completed.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

13 OFFICE SALARIES BOOK

Quantity: 8 volumes Size: 11" x 14" x 1"

Dates: 1920...

File Arr.: Internal, by month; External, by year

Audit: State

The Office Salaries Book gives the monthly salary under the name of each employee, the Payroll Ledger entry (Item 14), and the amount of the bimonthly salary payment.

RECOMMENDATION: RETAIN PERMANENTLY.

14 PAYROLL LEDGER

Quantity: 10 vols. Size: 9" x 16" x 2"

Dates: 1908...

File Arr.: Chronological

Audit: State

Index: Internal alphabetical index to name of employee

The Payroll Ledger is arranged one name to a page for each employee, with space for entries for several years; it gives the monthly salary, how paid, the recordation in the Office Salary Book, and the total annual salary.

RECOMMENDATION: RETAIN PERMANENTLY.

(8)	HR-RM IA - 60) - Records	RLZUEST FOI	R RECORDS RETENTION	ON SCHLOULE		SCHEDULE No.	407
	nission		(Continuation Sheet)			PAGE NO. 6	
4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.				6. Recommendation of Hall of Records and Board of Public Works.		
15	STAMP BOOK						
	Size: 6" : Dates: 193 File Arr.:	2 vols. 12" x 2" 37 Chronological by and State aud	its	·			£
	The Stamp Book gives the daily sales of recording stamps by month, showing the number of stamps received by category and their monetary value, the number of books, a monthly recapitulation of stamps on hand and stamps received, the total sold and the balance. The daily sales show the amount sold and the amount collected, with totals carried forward for a monthly recapitulation.					APPROVED HALL OF RECORDS COMMISSION	
	RECOMMENDATION	: RETAIN PERMA	nently.)S C
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